**CONFIDENTIAL**



St Laurence’s Larder and Open Kitchen

Project Development Manager

Job Application

This form can be submitted by email to info@laurenceslarder.org.uk. We will aim to acknowledge your application within five days.

**Section 1: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Surname or family name |  |
| Previous surnames (if applicable) |  |
| Forenames |  |
| Title |  |
| Current Address |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| National Insurance Number |  |
| Are you eligible to work in the UK? | [ ]  Yes[ ]  No |
| Do you need a work permit? | [ ]  Yes[ ]  No |
| Nationality |  |
| Are you related to any member of the Trustees? | [ ]  Yes[ ]  No |
| If Yes, please give details: |  |
| Where did you find out about this vacancy? |  |

**Section 2: CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Telephone number |  |
| Position held |  |
| Employment dates/s (mm/yyyy – mm/yyyy) |  |
| Notice period required |  |
| Reason for leaving employment |  |

**Section 3: PREVIOUS EMPLOYMENT**

Tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an explanation for any gaps in employment. Please start with the most recent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From(mm/yyyy) | To(mm/yyyy) | Full/part-time/voluntary | Name, address and contact number of employer | Position held | Reason for leaving employment |
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**Section 4: QUALIFICATIONS**

You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

**UNIVERSITY DEGREE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment | Full-time/part-time | Qualifications | Dates attended from (mm/yyyy) | Dates attended to (mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**IN-SERVICE TRAINING/CPD (Please include both long and short courses over the last three years)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Organising Body | Number of days | From (mm/yyyy) | To (mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECONDARY SCHOOL QUALIFICATIONS**

Please list all you’re a-level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grades for English and Maths and the total number of grades A\*- C

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment | A Level/GCSE/ Equivalent | Grade | Dates attended from (mm/yyyy) | Dates attended to (mm/yyyy) |
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**Section 5: SUPPORTING STATEMENT**

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| --- |
| Your application should be supported by a letter of not more than 2 sides of A4 (Calibri 12pt), addressing the criteria in the person specification for this post. |
|  |

**Section 6: REFERENCES**

Please give details of two referees, the first of which must be your current or most recent employer. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee 1 |  |  | Referee 2 |  |
| Name |  |  | Name |  |
| Job title |  |  | Job title |  |
| Address |  |  | Address |  |
| Email  |  |  | Email  |  |
| Landline |  |  | Landline  |  |
| Mobile  |  |  | Mobile  |  |
| Relationship |  |  | Relationship |  |

**Section 7: PREVIOUS CONVICTIONS**

You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. Convictions that are irrelevant to this job will not be taken into account.

|  |  |
| --- | --- |
| Do you have anything to declare in relation to the above? | [ ]  Yes[ ]  No |
| If yes, please give details of date(s), offence(s) and sentence(s) passed. |  |
| I understand that if my application is successful, I will be required to obtain an enhanced DBS certificate. |

**Section 8: DATA PROTECTION & APPLICANT DECLARATION**

|  |
| --- |
| Data Protection – applicant privacy notice |
| Laurence’s Larder is a data controller and has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. This information is briefly laid out below.We collect all the information laid out in this form in the form of references from current and/or previous employees and, if shortlisted, from the selection process. The information given to and collected by us will form part of the contract of employment for successful candidates. We process this information in order to:* administer the application, shortlisting and selection process
* assess your suitability to work with vulnerable groups
* inform the development of recruitment and retention policies
* defend legal claims
* detect and prevent fraud
* monitor protected characteristics in order to promote equality at work.

No decisions are made based on automated decision making. We process this information about you because the processing is necessary for us to enter into an employment contract with you. We process special category data, such as information about your ethnic origin, as part of our equal opportunities monitoring process. This information is collected with the express consent of job applicants. Consent may be withdrawn at any time. Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records and also in other IT systems, including email. For successful applicants this will be transferred to a personnel file where it will be held securely; for unsuccessful applicants it will be held for up to six months. You have the right to request access to information about you that we hold. We do not share information about job applicants with anyone without consent unless the law allows us to do so.  |
| Applicant declaration |
| I declare that the information given in this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. |
| Date: | Signed:  |

**Section 9: Equal opportunities form**

Laurence’s Larder aims to be an equal opportunities employer. This section of the form will be removed before shortlisting.

|  |  |
| --- | --- |
| Gender | [ ]  Male[ ]  Female[ ]  Non-binary[ ]  Prefer not to sayIf you prefer to use your own term, please specify: |
| Date of birth |  |
| Would you describe yourself as having a disability? | [ ]  Yes[ ]  No[ ]  Prefer not to sayThe information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the individual running the recruitment process if you are a job applicant. |
| Please specify which ethnic group you identify with? | A White[ ]  British[ ]  English[ ]  Scottish[ ]  Welsh[ ]  Irish[ ]  Any other White background, please write in:B Mixed[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other Mixed background, please write in:C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian background, please write in:D Black, Black British, Black English, Black Scottish, or Black Welsh[ ]  Caribbean[ ]  African[ ]  Any other Black background, please write in:E Chinese, Chinese British, Chinese English, Chinese Welsh, or other ethnic group[ ]  Chinese[ ]  Any other background, please write in: |
| Nationality |  |